



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	2	Certification Procedures	
Section	2	Issuance of a certificate of approval (N.J.A.C. 10:121A-2.2)	

§10:121A-2.2 Issuance of a certificate of approval

(a) The Office of Licensing shall review the application for a certificate and shall conduct one or more field visits to in-State agencies and, at its discretion, conduct one or more field visits to out-of-State agencies to ensure that the agency is in compliance with all requirements of the State Adoption Law, N.J.S.A. 9:3-37 et seq., and of this chapter.

(b) After the Office of Licensing conducts an initial inspection of a new agency and finds the agency to be in substantial or full compliance with the State Adoption Law and this chapter, the Office shall issue a certificate of approval.

(c) If the Office of Licensing issues a certificate of approval to an agency that is in substantial compliance with the requirements of the State Adoption Law and of this chapter, the Office shall provide written notification to the agency indicating the steps the agency must take to achieve full compliance.

(d) If the Office of Licensing determines that the agency cannot be issued a certificate of approval because there is a serious or imminent hazard to the health, safety or well-being of the children, birth parents, adoptive parents or adoptive applicants being served by the agency, the Office shall provide written notification to the agency indicating the steps the agency must take to secure a certificate of approval, if applicable.

(e) Each certification period shall be two years.

1. In determining the expiration date of the first certificate of approval, the Office of Licensing shall compute the two-year certification period from the date of issuance of the first certificate.

2. In determining the expiration date of a renewed certificate, the Office of Licensing shall compute the two-year certification period from the date on which the agency's previous certificate expired. If, however, the agency has ceased to operate for a period of six months following the expiration

date of its previous certificate, the Office shall compute the date of expiration from the date of issuance of a new certificate.

(f) The certificate of approval shall be issued to a particular adoption agency at a particular location and shall not be transferable.

(g) The agency shall display the certificate at all times in a location of prominence within the agency.

(h) No adoption agency shall make claims either in advertising or in any written or verbal announcement or presentation contrary to its certification status.

(i) The Office of Licensing shall not issue a certificate to an out-of-State agency unless the agency has received a license or approval from that state's authorized licensing or regulatory agency and has been in operation for at least two years.

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